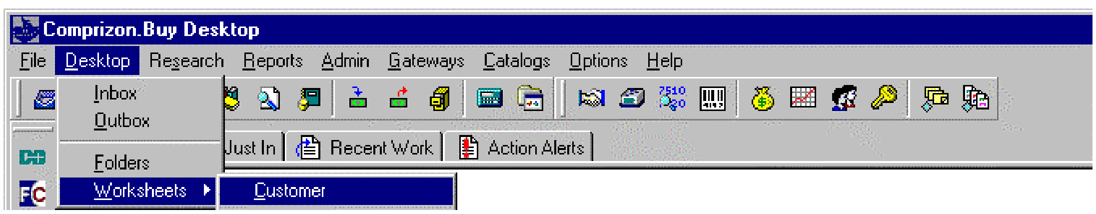
# REQUISITIONS

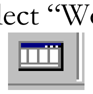
## Creating a New Requisition

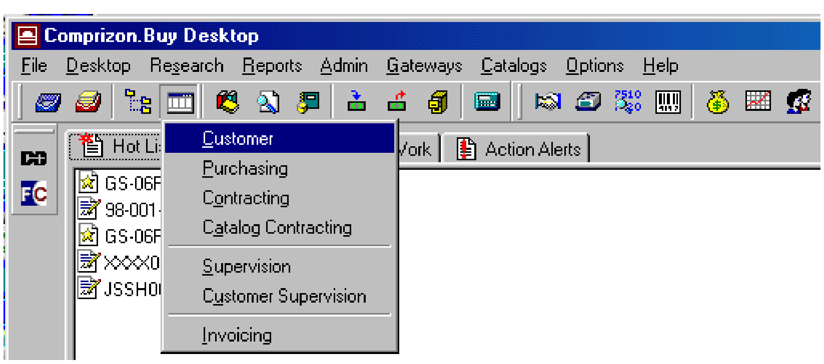
All requisitions, whether generated by the requesting office or the contracting activity must be created in the "Customer" subsystem of EAS. After a requisition has been created, it is electronically routed through the requesting and budget offices for the required approvals until it reaches the contracting activity, where it is assigned to a Contract Specialist, who sees the procurement through to completion.

### EAS Desktop

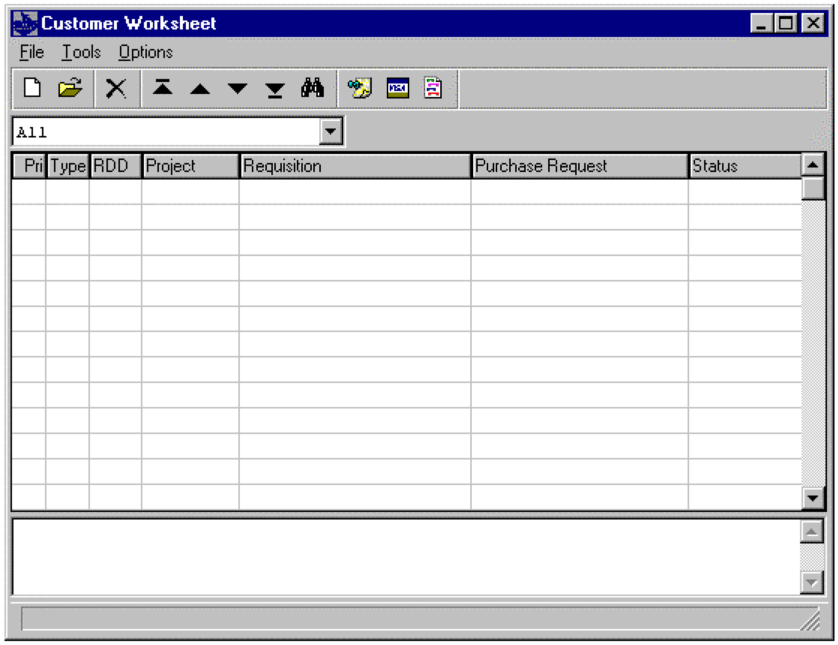
To create (or edit) a Requisition in EAS, select "Desktop" from the menu bar.

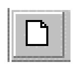



Then select "Worksheets" and "Customer" from the drop-down menus which appear. Or click the  icon and select "Customer" from the drop-down menu. In either case, EAS opens the *Customer Worksheet.*

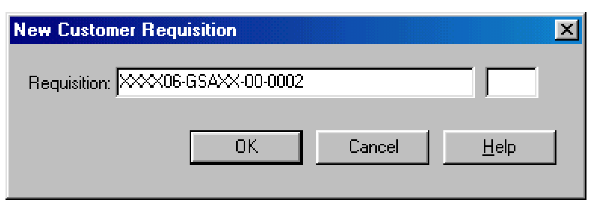


## Customer Worksheet




To create a new requisition, click on the  icon. A default requisition number will be displayed in the *New Customer Requisition Data Entry Box*.

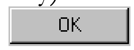
## New Customer Requisition Data Entry Box




The default number is in the following format:

| XXXX06 | GSAXX | 00 | 0002 |
|---|---|---|---|
| Constant for retrieving accounting codes + two-digit region number. | Correspondence symbol, not including the region number. Must be five characters with fill-ins of "X"s, if less than five. | Current fiscal year. | System-generated serial number. |

*NOTE: This format may vary among regions based upon how the System Administrator established these defaults.*

Correspondence symbol segments must be modified to incorporate the appropriate office symbol. This is done by highlighting "XXXXX" and entering the appropriate office symbol (in upper case characters) and filling in with "X"s (if necessary) until there is a total of five characters. To accept the requisition number, click on the 

button.

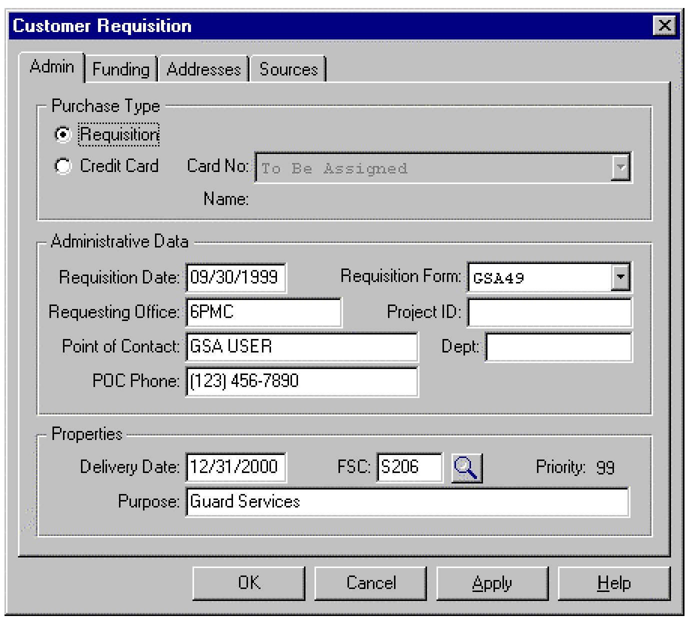
Example of Requisition Number: XXXX10PMCXX980020

After clicking the 

button, the first of the four tabs ("Admin") of the *Customer Requisition Tab Control Screen* will appear. Note that the other tabs are "Funding," "Addresses," and "Sources." Tab between fields.

# Customer Requisition Tab Control Screen

## Admin Screen



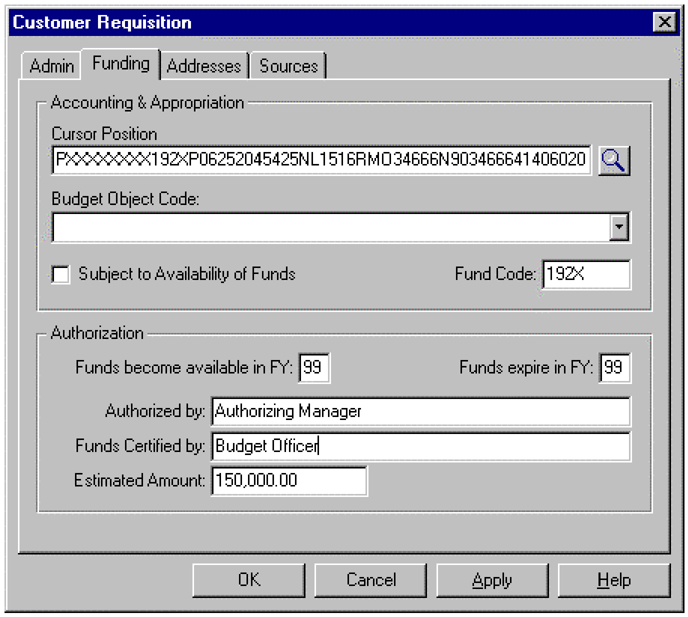

Enter the following information:

| | |
|---|---|
| Requisition Date: | Defaults to the current date. Do not change. |
| Requisition Form: | Click on the drop-down arrow and select *GSA 49*. |
| Requesting Office: | Enter correspondence symbol of the requisitioner. |
| Project ID: | Enter the project number, if applicable. |
| Point of Contact: | Defaults to the log-on ID of the creator of the requisition. Change, if necessary. |
| Dept: | Enter the correspondence symbol. |
| POC Phone: | Enter the telephone number of the Requisitioner. |
| Delivery Date: | Enter the required delivery date. |

| | |
|---|---|
| FSC: | Enter the appropriate FSC/PSC code, if known. Otherwise leave the field blank (the Contracting Activity will supply it later). **NOTE:** This field must eventually be filled in. It CANNOT remain blank. |
| Priority: | Accept the system default of "99" in most cases. |
| Purpose: | Enter a brief description of the requisition. |

Click on the "Funding" tab to display the *Funding* Screen.

Funding Screen

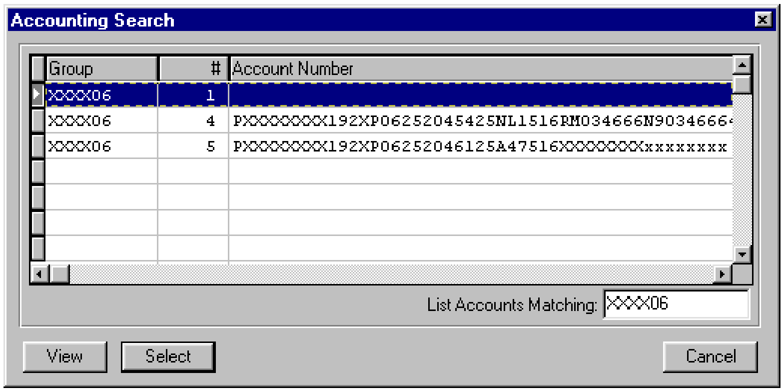



Enter the following data:

| | |
|---|---|
| Accounting & Appropriation: | Enter coding in proper format, if known. (See the following Accounting Classification table, if needed.) If not known, enter "P," which is the 1st character of the accounting string (i.e., Act #). Something MUST be entered here. The Fund Certifying Official will complete an incomplete entry. |
| Budget Object Code: | Leave blank. |
| Subject to Availability of Funds: | If applicable, click on box to insert an "**X.**" |
| Fund Code: | Enter the code (i.e., "192X"). |
| Funds Available: | Enter the fiscal year the funds become available. |
| Funds Expire: | Enter the fiscal year the funds expire. |
| Authorized By: | Enter the name of the appropriate individual. |
| Funds Certified by: | Enter the name of appropriate individual. |
| Estimated Amount: | Enter the estimated amount of the requisition. |

If the account code is unknown, click on the  icon to view the *Accounting Search Browser.*

Accounting Search Browser



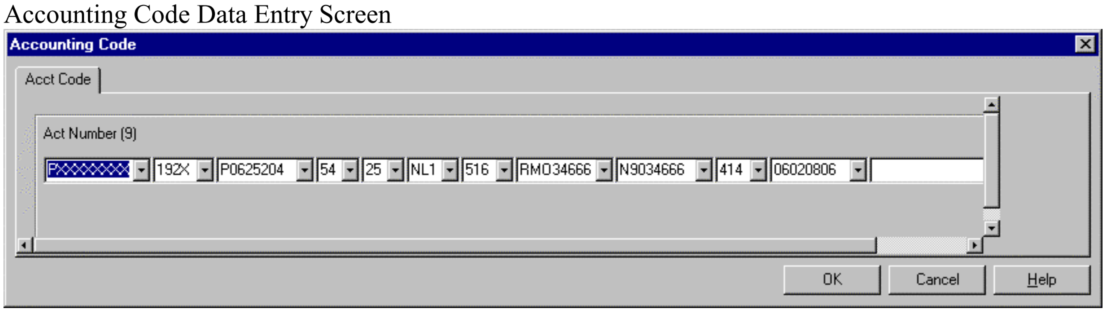

To search for an accounting code, enter the "Group" number or "Account Number" desired in the "List Accounts Matching" field at the lower right corner of the screen, then click the appropriate field name.

Note: Use an asterick (*) as a wildcard character, if portions of the entire code are unknown, if necessary. For example, if the group code 6 is known, enter "*6*" in the "List Accounts Matching" field, then click on the "Group" header to search that field.

Then highlight the desired code and click the 

button, or double click the desired code. In either case, EAS will close the *Accounting Search Browser* and return to the *Funding Screen* where the selected "Account Code" has been automatically inserted into the field below "Cursor Position." To modify the code from this screen, double click on the "Account Code" and the *Accounting Code Data Entry Screen* will appear.

Accounting Code Data Entry Screen




NOTE: If portions of the above accounting classification codes are not needed, blank spaces must be left in their place by pressing the space bar the correct number of spaces

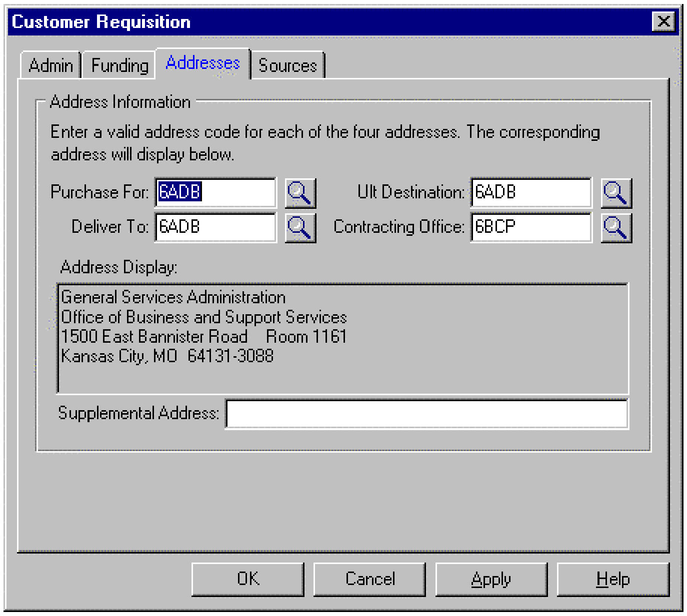
## Accounting Classification Table

| Account Code | Length | Example |
|---|---|---|
| ACT#: | 9 | P12345678 |
| Fund Code: | 4 | 192X |
| Org Code: | 8 | P0730001 |
| Budget Activity: | 2 | 54 |
| Object Class: | 2 | 25 |
| Function Code: | 3 | RK1 |
| Cost Element: | 3 | 516 |
| Project#: | 8 | RTX96057 |
| CC-A: | 8 | N9123456 |
| Work Item: | 3 | 314 |

| | | |
|---|---|---|
| CC-B: | 8 | TX0224ZZ |

Click on the “Addresses” tab to display the *Addresses Screen*.

Addresses Screen



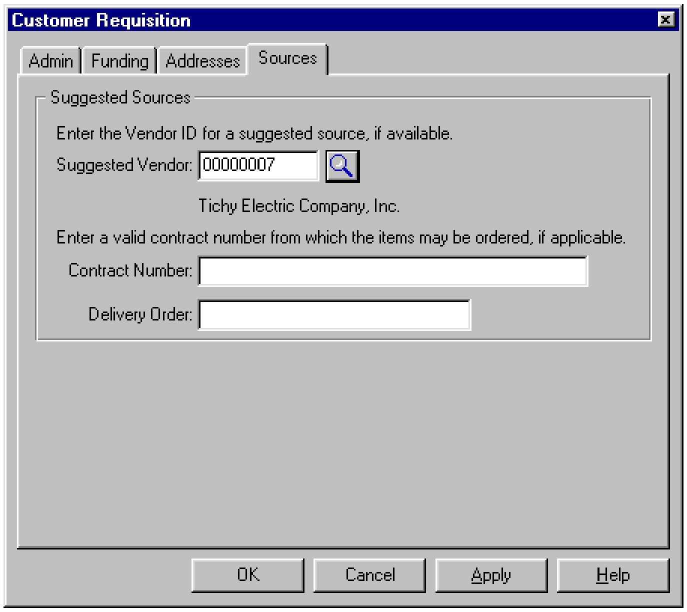

Enter the appropriate address code (i.e, building number or correspondence symbol) for the selected field and press the <Tab> key.

**NOTE:** To use the system search feature, click on the  icon. A table of available address codes will be displayed. Highlight the appropriate code and then click "Select." Continue this process until all address codes have been entered. If an address code is unavailable, contact the System Administrator.

| | |
|---|---|
| Purchase for: | Enter the correspondence symbol of the requesting/receiving office. |
| Deliver to: | Enter the building number of office symbol where the Majority of work will take place/be delivered. |
| Ultimate Destination: | Leave blank. |
| Contracting Office: | Enter the Procurement Office Code of the contracting office that will issue the modification. |
| Address Display: | Do not change (for display purposes only). |
| Supplemental Address: | Leave blank. |

Click on the "Sources" tab to display the *Sources Screen*.

Sources Screen

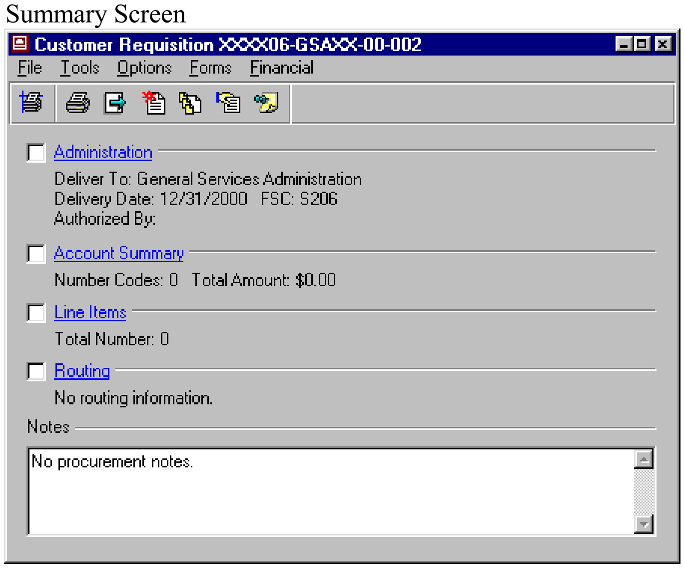



| | |
|---|---|
| Suggested Vendor: | Enter the suggested vendor ID, if applicable. |
| Contract Number: | Enter IDIQ Contract number without dashes to pull line items from that contract. |

After all entries have been made to *Customer Requisition Tab Control Screen* , click on the 

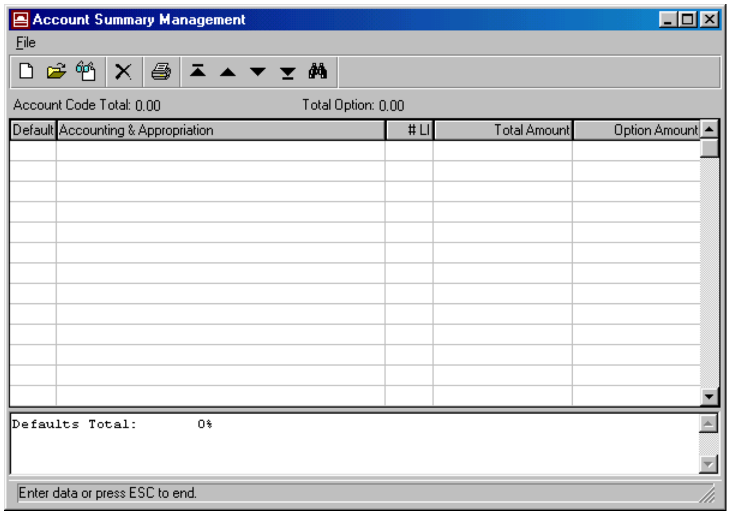
button. EAS returns to the *Customer Requisition Summary Screen.* Click on the box next to the "Administration" hyperlink to show that the Administration area is complete (optional).

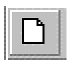
Customer Requisition Summary Screen

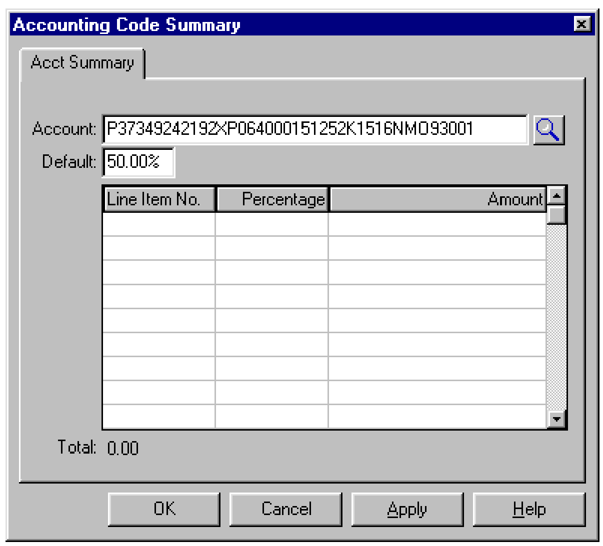


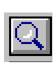

For requisitions with multiple accounting lines, click on the "Account Summary" hypertext link or select "Options" from the menu bar and "Account Summary" from the drop-down menu. In either case, the *Account Summary Management Browser* will be displayed.

Account Summary Management Browser

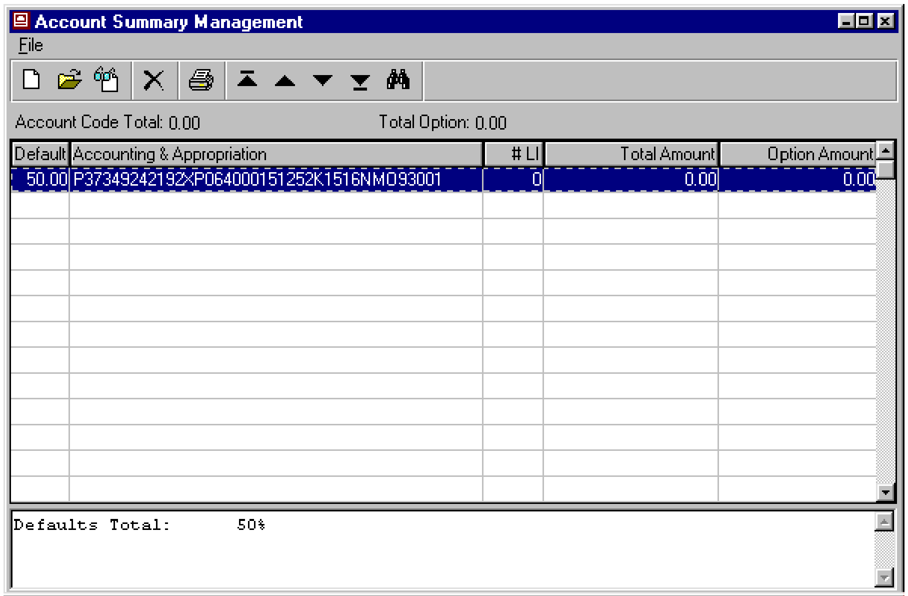



Click on  icon on the menu bar to bring up the *Accounting Code Summary Tab Control Screen.*
Accounting Code Summary Tab Control Screen
Acct Summary Screen

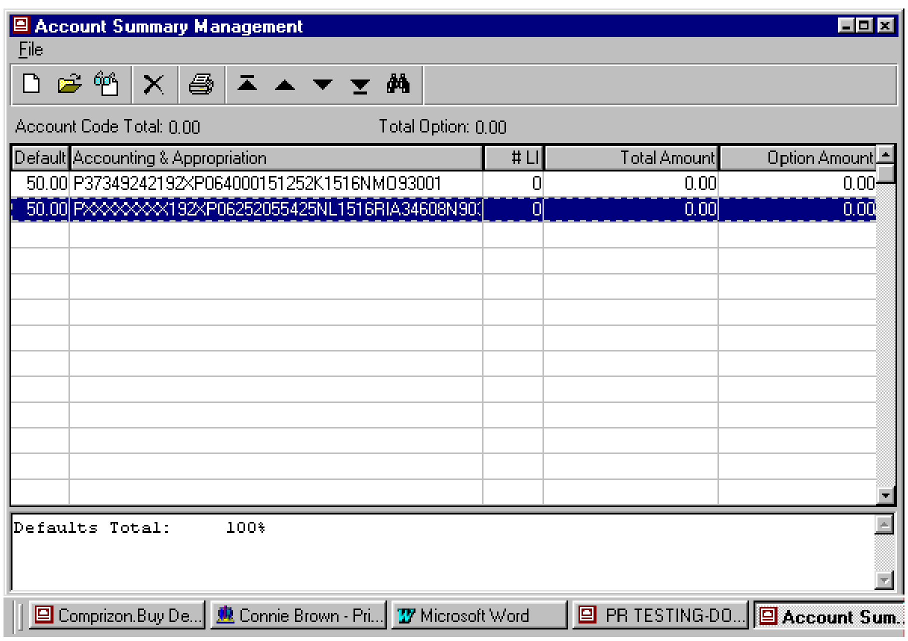



Click on the  icon to search for and select default account lines. To enter a new accounting line, double-click the "Account" field to display segmented "Accounting Code" fields. Press the <Tab> key and enter "50%" or a percentage greater than "0.00%" (zero).

Click the  button to return to the *Account Summary Management Browser.*
Account Summary Management Browser




For additional accounting lines, repeat the above steps.

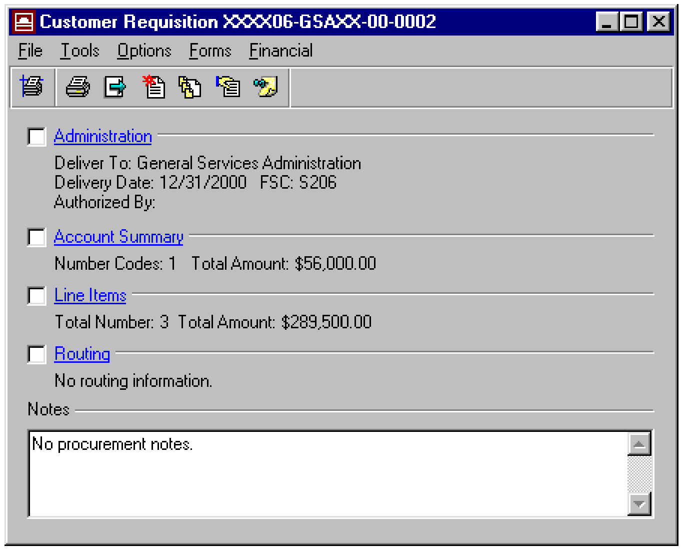



When finished, click on the button to return to the *Customer Requisition Summary Screen*.

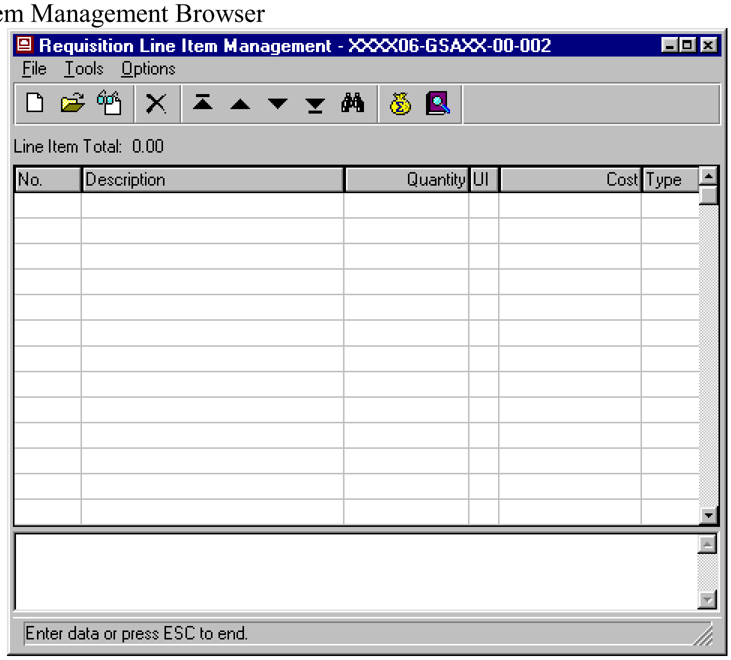
Click on the box next to the “Account Summary” hyperlink to indicate completion of this area (optional).

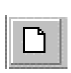
# Creating Line Items

Customer Requisition Summary Screen



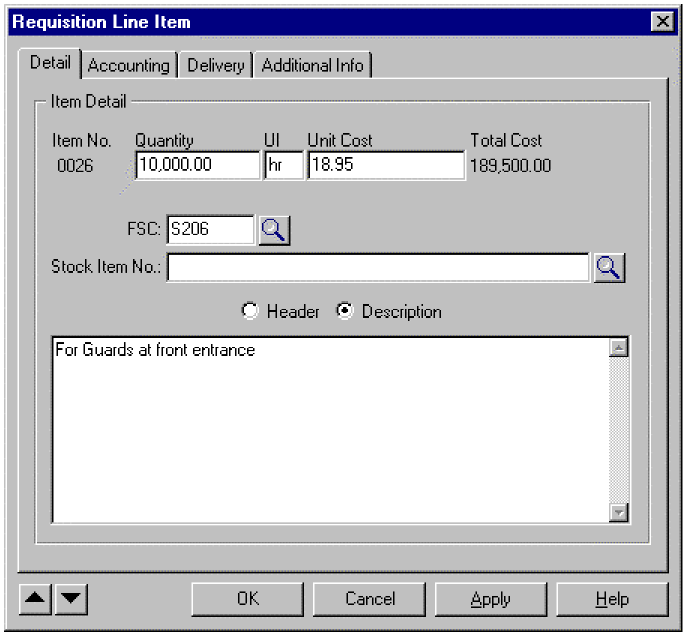

To display the *Requisition Line Item Management Browser,* click on the "Line Items" hypertext link or select "File" from the menu bar, then "Open" and "Line Items" from the drop-down menu.
Requisition Line Item Management Browser




To enter line items, click on the  icon on the menu bar to display the *Requisition Line Item Tab Control Screen* with four tabs: "Detail," "Accounting," "Delivery," and "Additional Info." The *Detail Screen* defaults.

| |
|---|
| Note: At least one line item entry is required**.** Some fields default to information entered on Administration screens. |

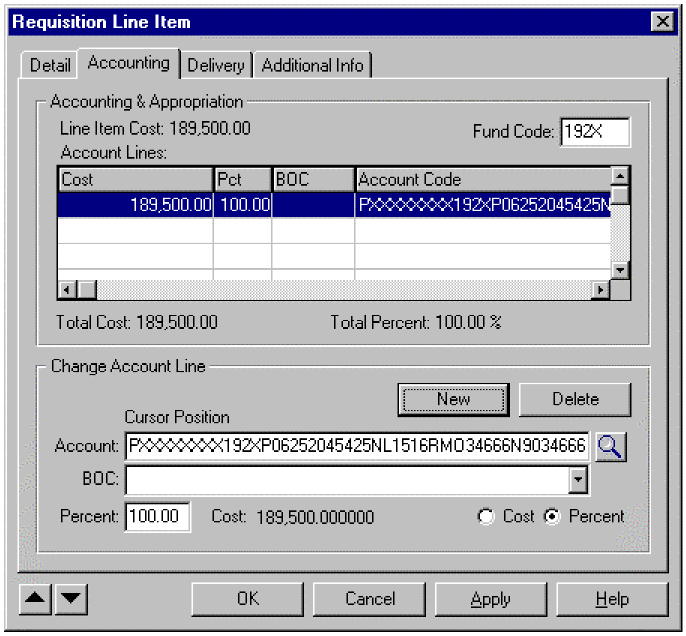
Detail Screen




Proceed to enter data on each of the tabbed screens as indicated:

| | |
|---|---|
| Item No.: | Accept the system default. |
| Quantity: | Enter quantity of the desired units of issue. |
| UI: | Enter the unit of issue. Examples: EA = Each, HR = Hours, LF = Linear Foot, LS = Lump Sum , MO = Months |
| Unit Cost: | Enter the estimated price for each unit. |
| FSC: | Defaults from Requisition *Administration Screen*, if it was entered there. Otherwise, enter the appropriate "FSC" code. |
| Stock Item: | Leave blank. |
| Description Block: | Enter a description of the requested item(s)/service(s), as appropriate. If "Header" is selected, the information typed in this field will print directly above each line item description. Right-clicking in this field offers the options: Help, Undo, Spellcheck, and Dump/Load as special features for data entry. |

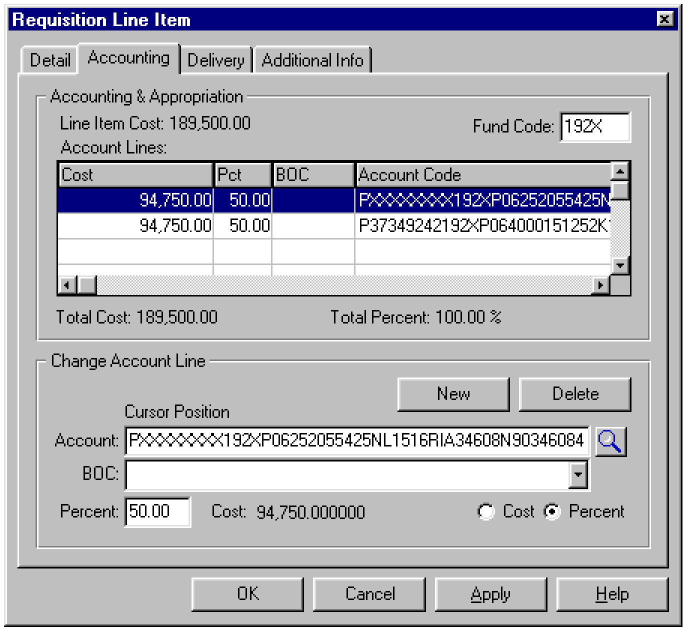
Click the "Accounting" tab to display the *Accounting Screen.*
Accounting Screen




| | |
|---|---|
| Fund Code: | Defaults from the requisition's *Administration Screen* or the *Account Summary Management Browser.* |
| Account Lines: | If accounting information was entered in the requisition's Administrative *Funding Screen*, it will pull forward when "New" is clicked. For multiple lines of coding, choose the account lines that were entered in the *Account Summary Management Browser*. If accounting information was not entered previously, double-click in the "Account" field for proper break. |
| BOC: | Leave blank. |
| Percentage: | If the accounting is known, select "Cost" or "Percentage." (Click on the appropriate radio button.) Input the appropriate percentage/cost for each line of coding. |

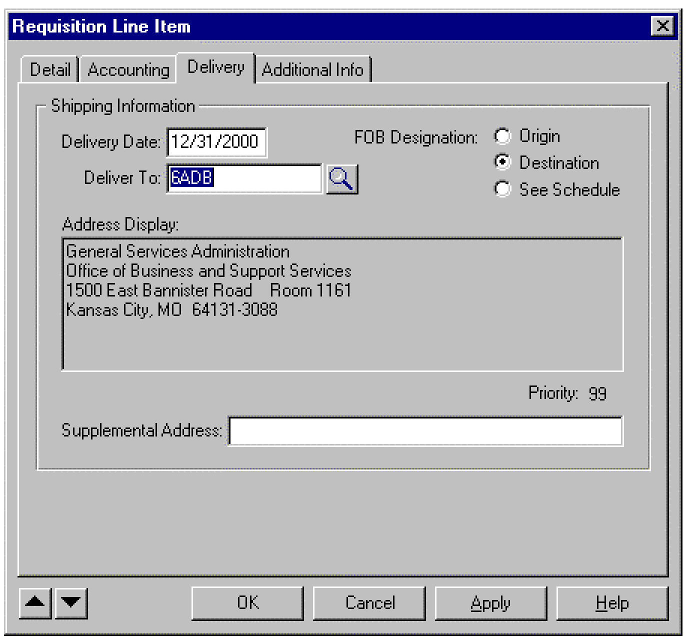
When using administrative funding functions, you must click on "New" and then enter percentage or amount for each Account Line record.

Accounting Screen (Completed with two Account Line entries)



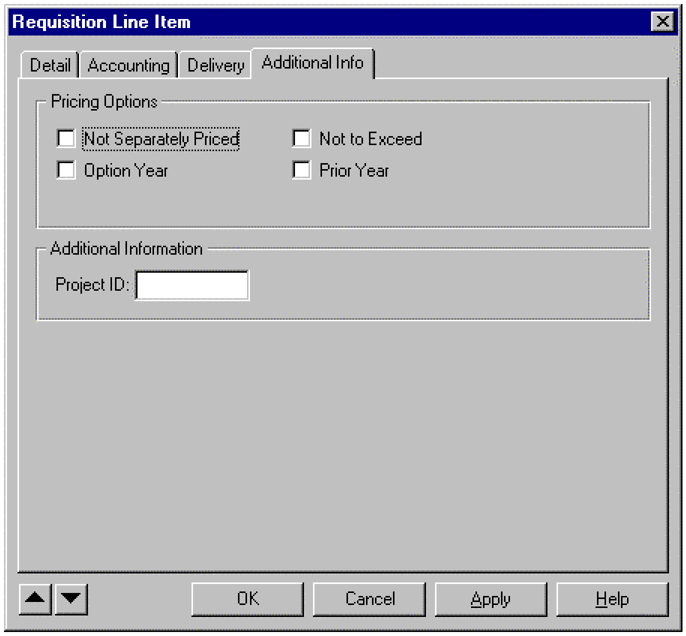

When line item accounting code entries are completed, proceed to the *Delivery Screen* by clicking on the "Delivery" tab.

Delivery Screen




Verify that the "Delivery" information that pulls forward from the rquisition's *Administrative Screen* is correct. The "FOB Designation" defaults from a previous entry. Change it, if applicable, by clicking on the appropriate radio button. Click the "Additional Info" tab to display the *Additional Info* Screen.

Additional Info Screen



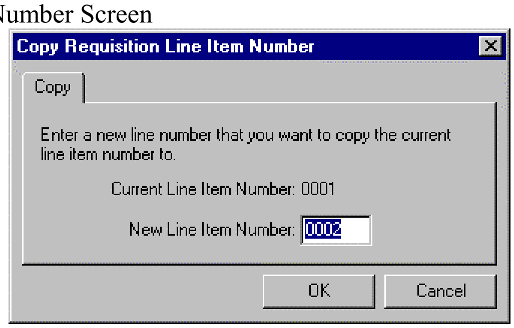

| | |
|---|---|
| Pricing Options: | Mark as applicable. |
| Project ID: | Defaults from the requisition's *Administration Summary Screen*. |

Click on the OK button to save and return to the *Requisition Line Item Management Screen*. If additional line items are required, repeat the procedures outlined above. Once all have been entered, click on the icon to return to the *Customer Requisition Summary Screen*.

# Copying Requisition Line Items

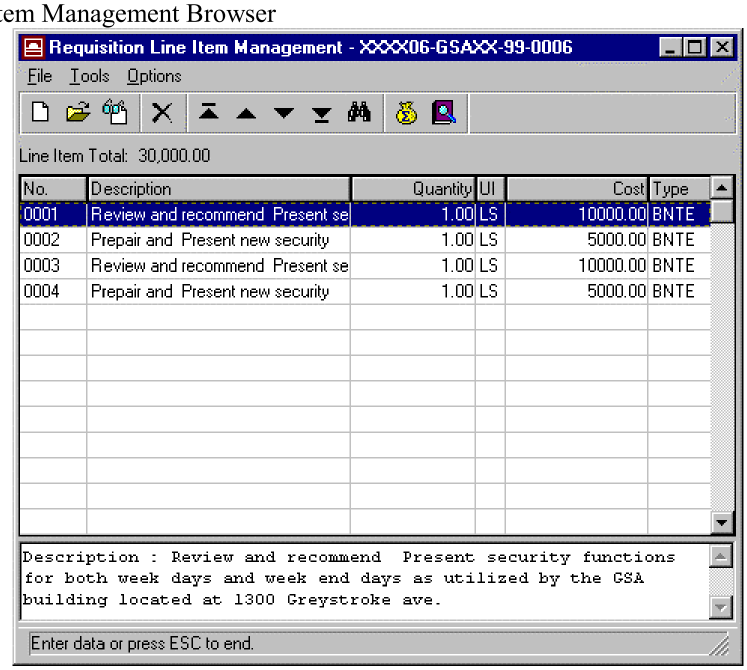
*To save time if you have similar line item requirements, use the "Copy" feature available on the* Requisition Line Item Management Browser. *Select "Tools" from the menu bar and then select "Copy" from the drop-down menu. The* Copy Requisition Line Item Number Screen *appears.*

Copy Requisition Line Item Number Screen



EAS defaults to the next sequential new line item number. Accept or modify it, as appropriate and click on the OK button. EAS copies the new line item to the *Requisition Line Item Management Browser.* Highlight the new line item from the browser, and click on the icon. Modify as many fields as necessary.
Another method of copying line items is, from the *Requisition Line Item Management Browser,* highlight the selected line items, select "Tools" from the menu bar, then select "Copy to clipboard" from the drop-down menu. The copied line items will appear in the *Requisition Line Item Management Browser.*

Note: To copy multiple lines at once, hold the <CTRL> key while selecting the lines to be copied.
Requisition Line Item Management Browser




When complete, EAS will give the following message:

Message Box


**NOTE:** EAS has the same copy and paste keystrokes found in MS Word. To copy a line item, use <Ctrl>+<C> to copy and <Ctrl>+<V> to paste.

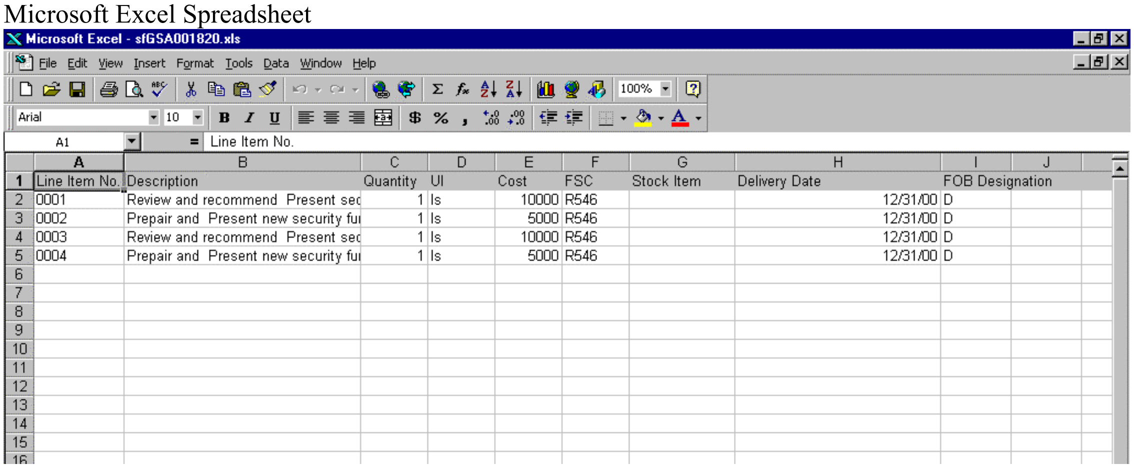
Another method of copying line items is to hold down the <Ctrl>key and select one or more line items with the mouse. Hold down the <Ctrl>+<C>keys to copy your selection. The system will display a message indicating how many line items were copied. Click *"OK"*. Then hold down the <Ctrl>+<V> keys to paste your selection.

# Import/Export of Line Items

EAS has the additional feature of having the ability of using MS Excel spreadsheets to create or edit line items.

From the *Requisition Line Item Management Browser,* select "Tools" from the menu bar, then select "Export" from the drop-down menu.  EAS will automatically send the line items to an Excel spreadsheet.

Microsoft Excel Spreadsheet




| Line Item No. | Description | Quantity | UI | Cost | FSC | Stock Item | Delivery Date | FOB Designation |
|---|---|---|---|---|---|---|---|---|
| 0001 | Review and recommend  Present sec | 1 | ls | 10000 | R546 | | 12/31/00 | D |
| 0002 | Prepair and  Present new security fu | 1 | ls | 5000 | R546 | | 12/31/00 | D |
| 0003 | Review and recommend  Present sec | 1 | ls | 10000 | R546 | | 12/31/00 | D |
| 0004 | Prepair and  Present new security fu | 1 | ls | 5000 | R546 | | 12/31/00 | D |

To copy any revisions made in the Excel spreadsheet back into EAS, in the *Requisition Line Item Management Browser,* select "Tools" from the menu bar, then select "Import" from the drop-down menu. A system notice will alert you that the line items already exist and ask if you wan to overwrite them, select "Yes to All."

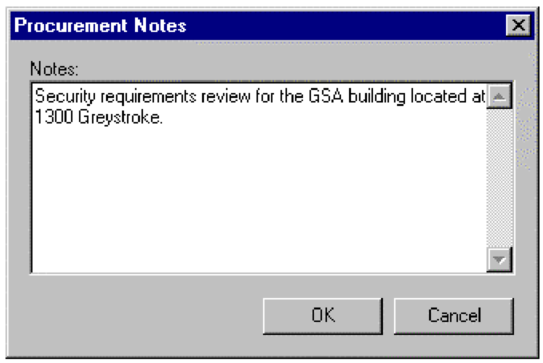
If you wish to use an Excel spreadsheet to add new line items, change the assigned line item numbers to new numbers, so that when the file is imported back into EAS the new line items will be added to your procurement document, instead of overwriting existing line items.

# Creating Requisition Notes

A notepad for recording a brief description of the requirement, references, or other information is available to users and may be useful for identifying existing requisitions listed on the *Customer Worksheet*. For requisitions created for delivery orders or modifications, enter the appropriate contract number and/or delivery order number as a reference.

From the *Customer Worksheet*, click on the  icon or select "Options" from the menu bar and "Notes" to display the *Procurement Notes Comment Box*.

Procurement Notes Comment Box




Enter the appropriate comments, and click the 

button to save.

If there are no supporting documents to attach, skip the next section and continue with *Routing Requisitions for Review & Approval.*

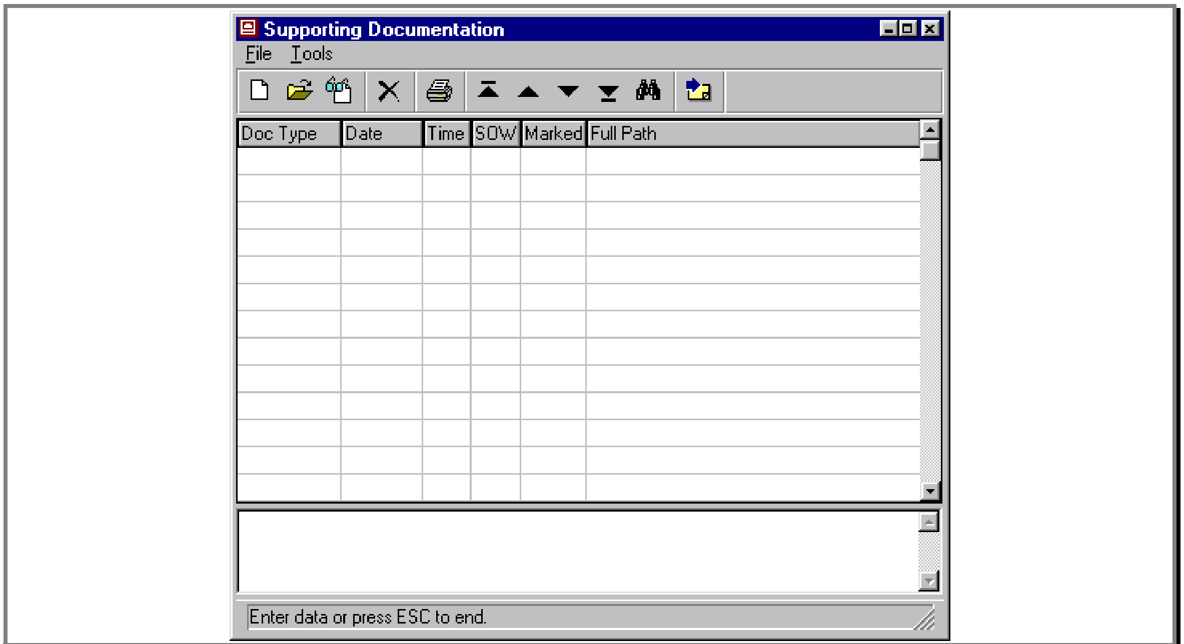
# Attaching Support Documents to a Requisition

The *Supporting Documentation Browser* enables users to store supporting documentation for individual actions. These documents can then be routed for review and approval and submitted to the Contracting Activity along with the requisition record.

In order to route supporting documents (*GSA Form 2010*, Requirement Description, Sole Source Justification, etc.) with a requisition, the document must have already been created in a third-party software application (i.e., MS Word, Excel) and saved to a shared directory specified by the regional System Administrator.

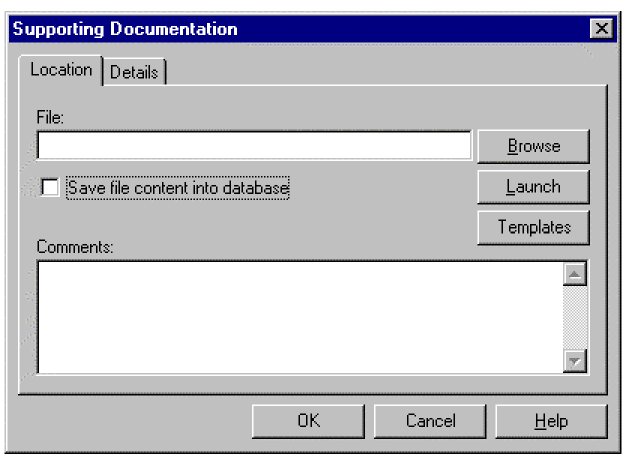
To display the *Supporting Documentation Browser,* from the *Customer Requisition Summary Screen*, click on the icon, or select "Options" from the menu bar and choose "Support Docs" from the drop-down menu.

Supporting Documentation Browser




Click on the icon to display the *Supporting Documentation Tab Control Screen*, with the *Location Screen* in the foreground.

Supporting Documentation Tab Control Screen
Location Screen



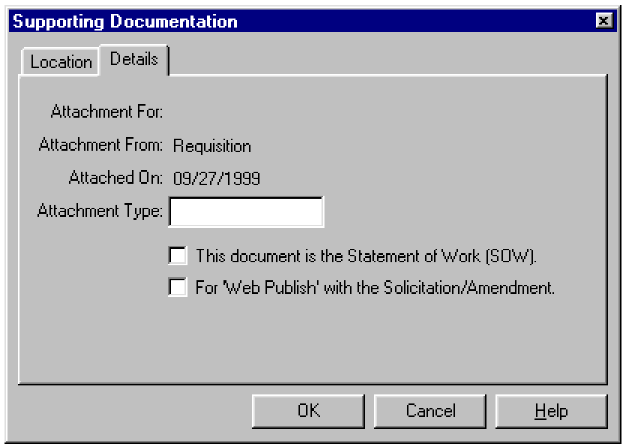

Enter data on this screen as follows, pressing the <Tab>key to move between fields.

| | |
|---|---|
| File: | Enter the full path name of the location of the document file. Example: s:\share\document.doc |

| | |
|---|---|
| Save file content into database (check box): | Click to copy the “File” entered in the field above into the database. |
| Comments: | Enter a brief description of the supporting document and/or any specific comments or instructions. |

Click the “Details” tab to display the *Details Screen.*

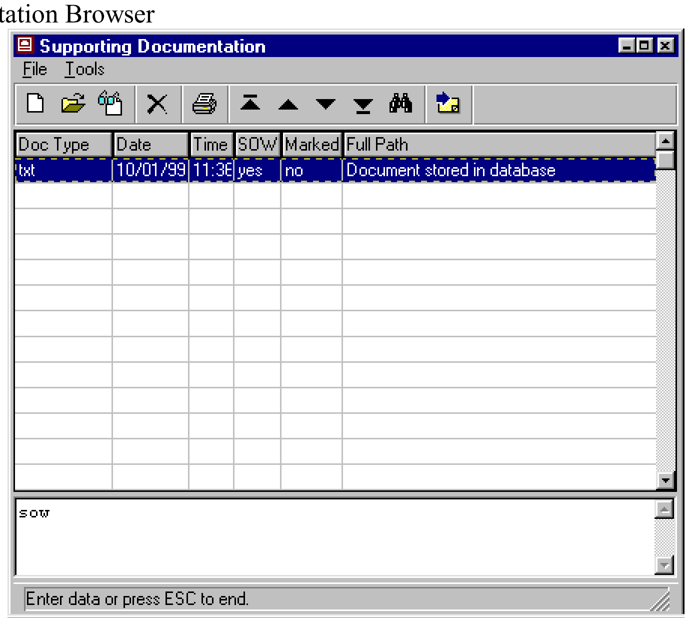
Details Screen

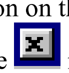



In the “Attachment Type” field, enter the document type and then click the 

button to save and return to the *Supporting Documentation Browser*.

Supporting Documentation Browser

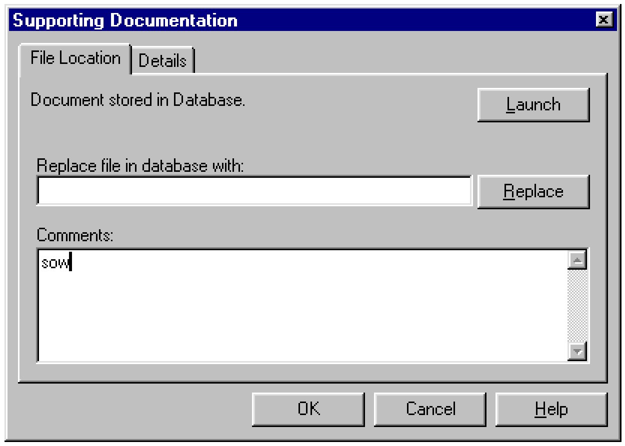



Continue the process of adding supporting documents by clicking on the  icon on the menu bar and following the same procedure. After adding all supporting documents, click on the  icon, in the upper left-hand corner, to return to the *Customer Requisition Summary Screen*.

# Modifying a Supporting Document

To modify a supporting document from the *Supporting Document Browser,* double click on the document's name, and the *Supporting Documentation Tab Control Screen* will appear.

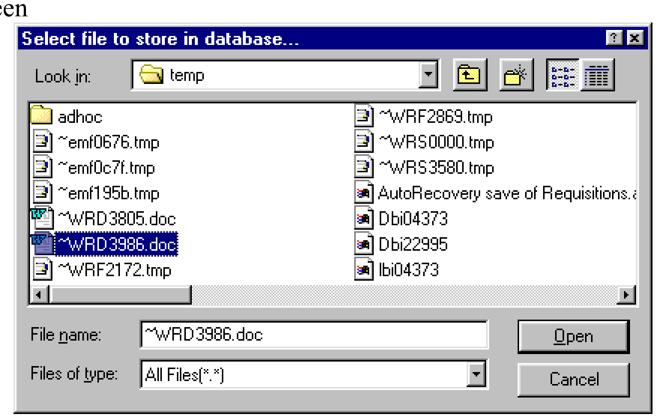
Supporting Documentation Tab Control Screen
File Location Screen



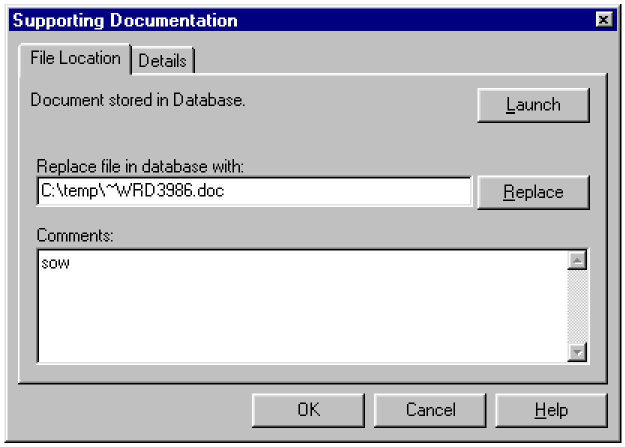

**Note:** If the document had been saved into EAS, there will no longer be a full file path reference listed for it. To view supporing doucmentation, click on the "Launch" button.

Click the "Replace" button to select another file and its full file path.

Microst Windows Screen



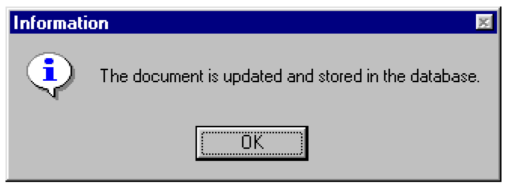

Click "Open" to choose the desired file and return to the *Location Screen*.
File Location Screen




Continue modifying appropriate fields and click the 

**button.**

Information Message Box

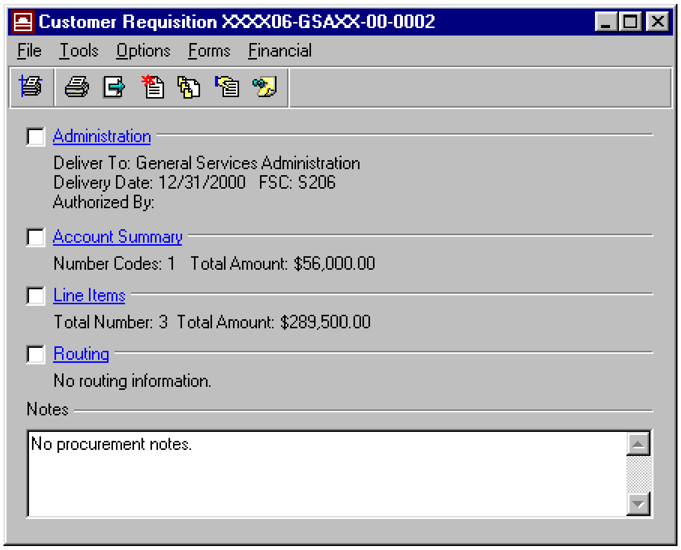


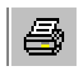

Click the 

button to return to the *Supporting Document Browser.*

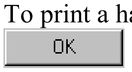
# Printing a Requisition

A hard copy of the requisition can be printed from the *Customer Requisition Summary Screen.*
Customer Requisition Summary Screen



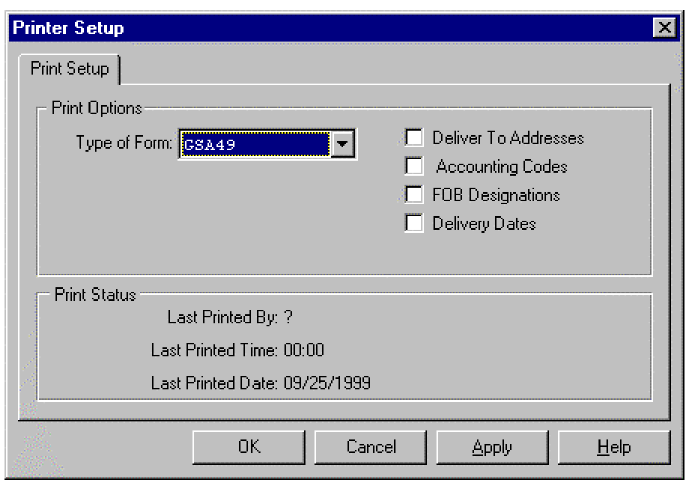

To display a *Print Preview* of the form, click on the  icon. Or select "File" from the menu bar and "Print" from the drop-down menu

Note: To view the previewed form, use the "Zoom-in" feature at 30 or 40%.

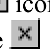
To print a hard copy of the *GSA Form 49,* click on "Print" from the *Print Preview Screen* and click the  button. Verify that the data on the form is accurate.

Printer Setup Data Entry Box

In order for information represented in the four boxes on the screen to print on the *GSA Form 49,* click "Print Setup" or select "File" from the menu bar and "Print Set-Up" from the drop-down menu.




To display a preview of the *GSA Form 49*, click the  button and select "File" from the menu bar and "Print" from the drop-down menu.

When satisfied with the form, click on the  icon from the *Print Preview Screen* to return to the *Customer Requisition Summary Screen* and click on the  icon once again to return to the *Customer Worksheet.*

If corrections need to be made to the requisition, click the hypertext link for “Administration,” “Account Summary,” “Line Items,” or “Routing” from the *Customer Requisition Summary Screen*, and make changes as necessary to those screens.

Print the *GSA Form 49* as stated above.

## *Editing a Requisition*

To edit an existing requisition from the *Customer Worksheet*, highlight its number and click on the icon. EAS displays the *Customer Requisition Summary Screen*. Click on the hyperlink to revise “Administration,” “Account Summary,” “Line Items” or “Routing” entries, as needed.

## *Routing a Requisition for Review and Approval*

Requisitions and supporting documentation can be routed to one or more users for review and approval BEFORE they are submitted to the Contracting Activity. The route process should include, for example, the Approving Official, Funds Certifying Official, Contract Manager, and Contracting Activity Team Leader or Contract Specialist, as appropriate.

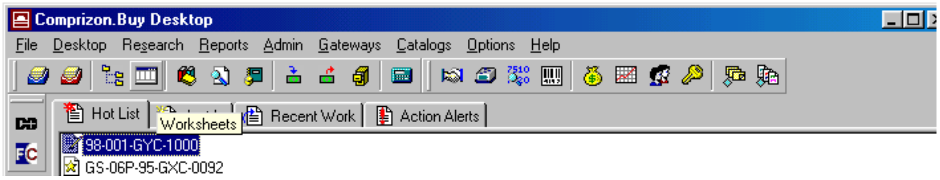
**Note:** If a user's Profile is set up to receive e-mail, the user will receive an e-mail notice as well as rounted information in EAS.

NOTE: The last approving official should be a procurement person, and must REVIEW, then SUBMIT the requisition to procuriement person prior to APPROVING the routed requisition.

Two options are available from the *Customer Requisition Summary Screen*: Creating a new route list and copying an existing route model into a route list with an option to modify it if necessary.

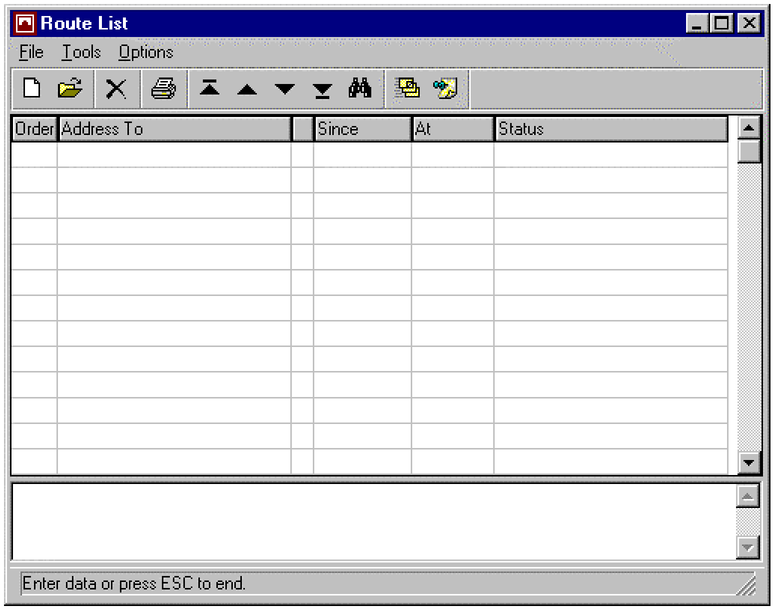
## *Creating A New Route List*

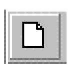
EAS Desktop



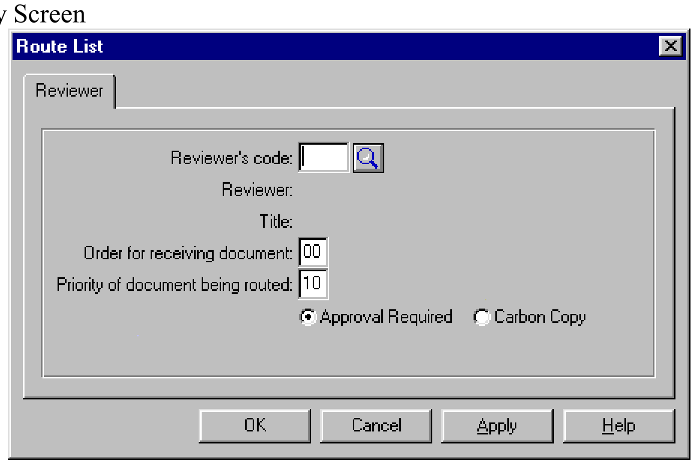

To create a new route list from the *Customer Requisition Summary* Screen, select "Tools" from the menu bar and then "Route" from the drop-down menu. EAS will display the *Route List Browser*.

Route List Browser




Click on the  icon to display the *Route List Data Entry Screen.*

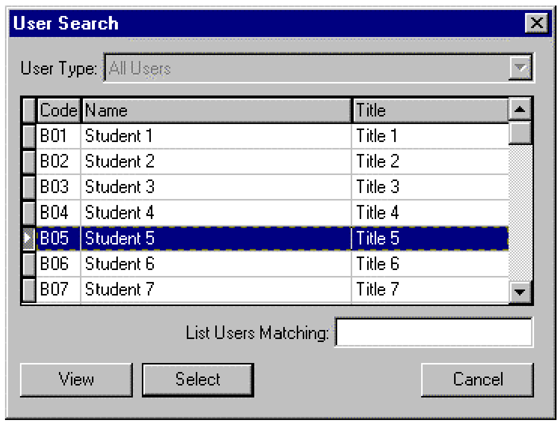
Route List Data Entry Screen




| | |
|---|---|
| Reviewer's code: | Add individuals to the route list by entering their Reviewer's code (three-character user ID) or use the  icon, if unknown, highlight names and press "Select." Press the <Tab> key to move to the next field. |

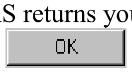
| | |
|---|---|
| Order for receiving document: | System defaults to "10" (individuals can be inserted later if necessary. (Example: Assign "10" to the first person, "20" to the second person, etc.) |
| Priority of document being routed: | The default is "10." Do not change. |
| Approval Required/Carbon Copy: | Indicate by clicking on the appropriate radio button whether the individual is required to approve the *GSA 49* or only receive a carbon copy. (Note: Carbon copy recipients do not hold up the route process, but approvers often do.) Click the  button. |

User Search Screen

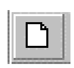



Highlight the appropriate user/ID, and click on the 

button.

EAS returns you to the *Route List Data Entry Screen.* After entering the appropriate information, click on the 

button to save.

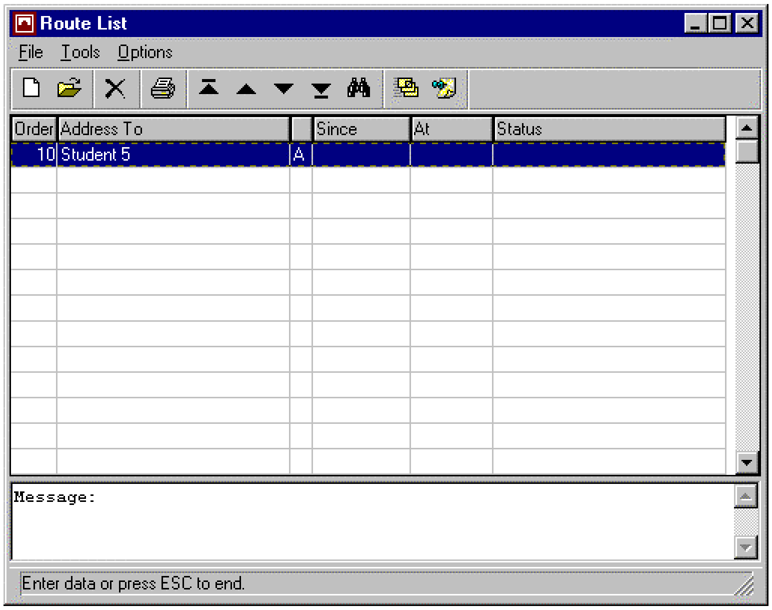
Continue the selection process by clicking on the  icon from the *Route List Browser.* Repeat the process described above until all required recipients have been added to the route list. Once the route list is completed, select "Tools" and then "Release" from the menu bar to route *GSA 49* to the first recipient.

Click on the  icon to exit the *Route List Browser*. EAS returns to the *Customer Requisition Summary Screen*.

# Copying an Existing Route Model into a Route List

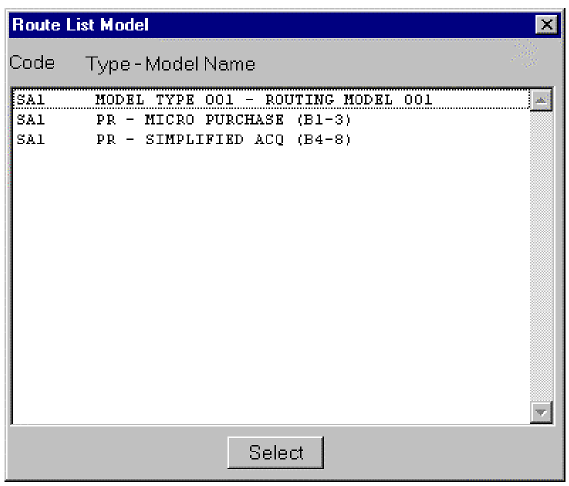
To copy a route model into a route list, from the *Customer Requisition Summary Screen*, select "Tools" from the menu bar and then choose "Route" from the drop-down menu The *Route List Browser* will appear.

Route List Browser

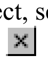



From the *Route List Browser,* select “Tools” from the menu bar and then “Model” from the drop-down menu.  The *Route List Model Screen* will display.

Route List Model Screen

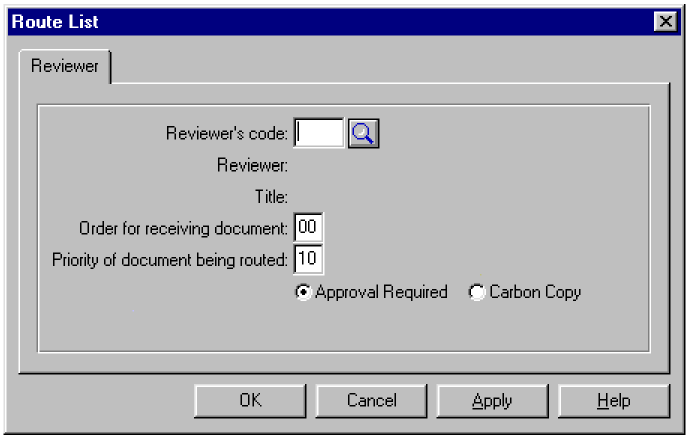



Highlight the appropriate route model and click on the Select button.   The *Route List Browser* will display the individuals in the route model.

If the route list is correct, select from the *Route List Browser,* the *“Tools*” and the *“Release”* from the drop-down menu.  Click the  icon, and EAS returns to the *Customer Requisition Summary Screen*.  If the route list is incorrect, however, follow the steps described below for adding and/or deleting individuals to the route list.

# *Modifying a Route List*

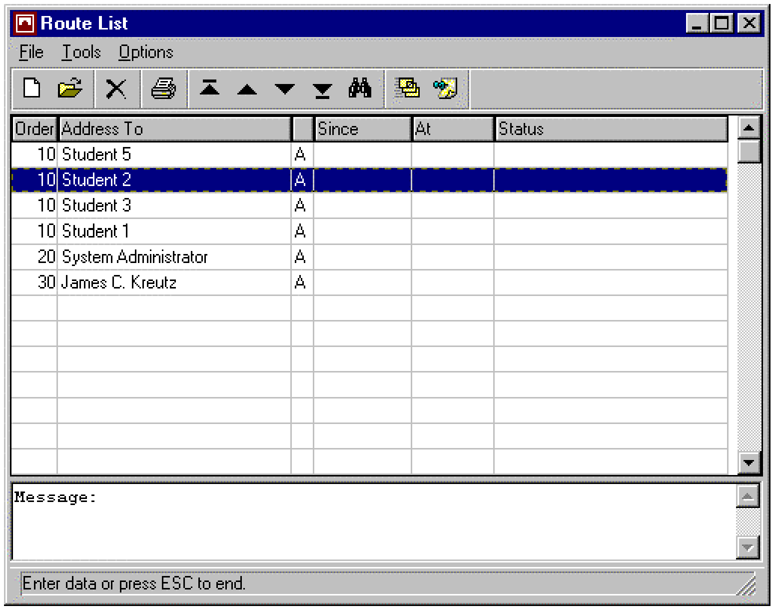
To ADD an individual to a route list from the *Route List Browser,* click the icon on the menu bar to display the *Route List Data Entry Screen.*
Route List Data Entry Screen




| | |
|---|---|
| Reviewer's Code: | Enter the reviewer's three-character user ID. Press the <Tab> key to move to the next field. To search for the ID, follow the instructions for doing so given earlier in this chapter. |
| Order for Receiving Document: | Enter the order number for the new individual may be inserted between existing recipients or at the end of the route list. |
| Priority of Document being Routed: | The default is "10." Do not change. |
| Approval Required/ Carbon Copy: | Indicate by clicking on the appropriate radio button whether the individual is required to approve the *GSA 49* (*APPR*) or will receive a carbon copy (*FYI)* (Note: Carbon copy recipients do not hold up route process.) |

After entering the appropriate information, click the button to save and return to the *Route List Browser*. If the route list is complete, click on the icon to exit and return to the *Customer Requisition Summary Screen*. Otherwise, to add additional individuals, click the icon on the menu bar from the *Route List Browser*, and repeat the process described above.

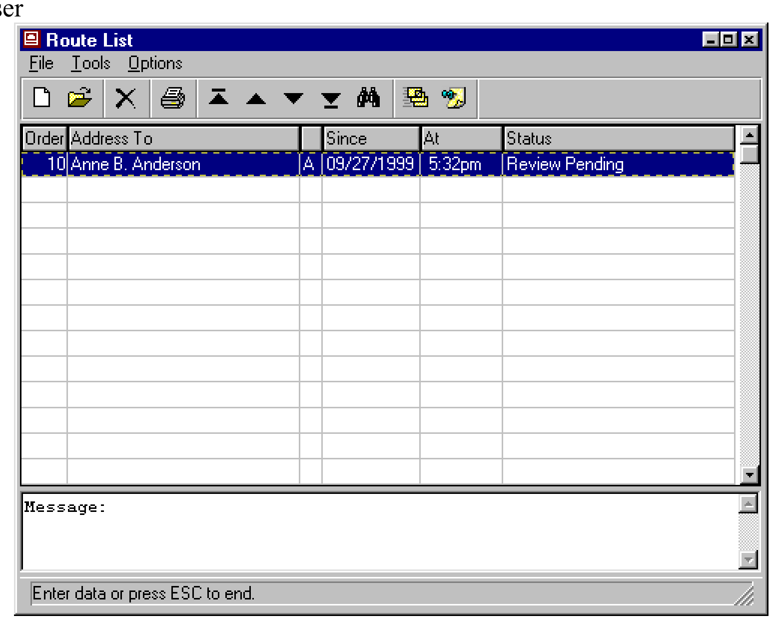
To Delete an individual from a route list, highlight the user ID on the *Route List Browser* and double-click. When a dialogue box requests confirmation, click on the "Yes" or "No*"* button, as appropriate.
Route List Browser




Once the route list is complete from the *Route List Browser*, select "Tools" from the menu bar and then "Release" from the drop-down menu to route the *GSA 49* to the first recipient. Routing begins immediately after releasing the requisition.

## Route Status

Route List Browser



The *Route List Browser* indicates the time and date that the requisition was released for routing to the first reviewer. Route status will be updated each time the requisition is approved/disapproved and is routed on to the next recipient. The last column contains the status of review for each person on the routing list. By monitoring date, time, and status, users can keep track of the location of routed records as well as the length of time in each reviewer's "Inbox."